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1981 Census Guide

Government
Publication



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1981 Census Guide

Government
Publication



Count Yourself In On Census Day, Wednesday, June 3, 1981.

~~Government~~
~~Publication~~

The Census of Canada will provide a vast inventory of information to help meet today's challenges and plan for the future.

Some uses of census data are:

- to determine the size and number of Federal Electoral Districts
- to provide a basis for calculating provincial grants to municipalities
- to plan social service programmes
- to plan local community services
- to plan locations of industrial plants.

Your personal information is kept strictly confidential by law and used only for the production of statistics.

All census workers are sworn to secrecy under the Statistics Act and are subject to legal penalties should they divulge any personal information.

We ask for your name

- to check that every person in your household is included.

You are required by law to provide the information requested.

Question 1

Refer to the instructions for Question 1 on the questionnaire when considering whom to (or not to) include as members of your household. If you have doubts as to whether a person should be listed, enter the person's name and the reason in the space provided in Question 9.

If there are more than six persons in your household and you do not have a second questionnaire, note this in the "Comments" section of your questionnaire, complete the questionnaire for six persons in your household and return as instructed. A Census Representative will contact you later with an additional questionnaire.

Question 2

To enable us to identify family groups within the household, it is necessary to select a reference person (Person 1), and to state the relationship of each household member to that person. For example, if John Smith lives with his father Thomas Smith, and Thomas Smith has been entered as Person 1, John Smith would mark "Son or daughter of Person 1".

There may be a member or members of your household whose relationship to Person 1 is not described in Question 2. In such cases, mark either "Other relative of Person 1" or "Other non-relative", and also print the exact relationship to Person 1 in the space provided.

"Other relative" includes persons such as uncles, aunts, cousins, grandfathers, grandmothers, and so on. "Other non-relative" refers to household members who are not related to Person 1 by blood, marriage, adoption or common-law. Some examples are employee's wife, employee's daughter, room-mates' son, landlord, and so on.

The term "common-law", as used in "Common-law partner of Person 1" or as may be used to describe any other such partnership in the household (for example, "Lodger's common-law partner"), should be interpreted as applying to any case of a couple living together in this type of union.

Note that stepchildren, adopted children, and children of a common-law partner should be considered as sons and daughters. Foster children, wards and guardianship children who are not related to Person 1 by blood, marriage, adoption or common-law should be listed as lodgers.

Question 5

Mark "Now married" if you have a husband or wife who is now living, even if you are temporarily living apart because one of you is employed away from home, hospitalized, etc., but not if you are actually separated or have obtained a divorce.

For census purposes, couples living in a common-law type of arrangement are considered as "Now married", regardless of their legal marital status.

Mark "Separated" if you are separated from your husband or wife due to causes such as desertion or marriage breakdown, or because you no longer want to live together, provided that no divorce has been obtained.

Mark "Divorced" if you have obtained a divorce and have not remarried.

Question 6

You must still understand the language you report in this question. For infants, report the FIRST language they are or will be learning.

Question 8

If your household has more than six persons you will require more than one questionnaire. Please see the guideline for Question 1 above.

If you are using more than one questionnaire, please answer this question on the first questionnaire only.

Question 9

If you have difficulty determining if a person should be included on your questionnaire, please refer to the WHOM TO INCLUDE item on the questionnaire in the column adjacent to Question 1.

Question 11

Special cases

Mark "Owned" if the dwelling you occupy is owned or being bought by you and/or a member of this household even if (a) it is situated on rented or leased land or (b) it is part of a condominium (whether registered or unregistered). For census purposes, a **condominium** is a multi-unit residential complex in which dwellings are owned individually while land is held in joint ownership with others.

Mark "Rented" in all other cases even if the dwelling you occupy is (a) provided without cash rent or at a reduced rent, such as a clergyman's residence, a superintendent's dwelling in an apartment building, etc., or is (b) part of a co-operative. For census purposes, in a **co-operative** all members jointly own the co-operative and occupy their dwelling units under a lease agreement.

Question 12

Single and semi-detached house

If you live in what is referred to as a "linked home" (a single house which is not attached to any other dwelling above ground, but is attached below ground), mark "Single house".

Duplex and apartment

Two dwellings, one above the other, **attached** to other dwellings are to be considered as apartments and **not** as duplexes.

Apartment

Do not count as storeys, floors that are used solely for parking, storage or laundry and recreation facilities.

If you are in doubt concerning the number of storeys in an apartment building, mark "Apartment in a building that has five or more storeys" **if there is at least one passenger elevator in the building**. If there is no passenger elevator in the building, mark "Apartment in a building that has less than five storeys".

Question 14

Except for less than one year, report only full years, for example, report 2½ years by marking the box "One to two years".

Question 15

Do not enter "half-rooms"; for example, instead of 1½ enter either 1 or 2, depending on which best describes your dwelling.

Include as **separate rooms** partially divided rooms which you consider to be separate because of a fixed or movable partition or because of their use (e.g., "L-shaped" living-dining rooms).

Question 16

A complete bathroom has at least a flush toilet, a wash-basin and a bathtub or shower.

A half bathroom has a flush toilet and wash-basin.

Mark "None" if your dwelling does not contain a room with at least a flush toilet and a wash-basin.

Question 17

If you use portable plug-in electrical heating coils as your main type of heating equipment, mark "Heating stove, cooking stove, space heater".

Instruction prior to Question 20

In Questions 20, 21 and 22, if your payments include both **business and residential** expenses, enter your estimate for the residential portion only.

Question 20

If you have occupied this dwelling for *less than a year*, estimate the yearly amount based on your payments up to this date or on other available information.

Condominium owners — If electricity or other service charges are included in the condominium fee, mark "None".

Question 21

Include *parking fees* paid with the rent, if any.

Question 22(a)

Mortgage payments are sometimes made in other than monthly instalments (e.g., once, twice a year or every three months, etc.). In this case add all payments made in that year and divide the total by 12, to obtain the average monthly amount paid.

Question 22(c)

Include local improvement taxes with the property taxes, even if billed separately.

Question 22(d)

State the value of the entire dwelling, including the value of the land it is on and of any other structure such as a garage which is on the property. If you occupy a dwelling within a multi-dwelling building which you own, **do not** give the value of the entire building. In this case, you may estimate the value of your dwelling by multiplying by 100 the amount of rent per month which you could obtain for that one dwelling.

Question 23

Persons born in parts of Canada which were part of the Northwest Territories at the time of their birth, but which have since become provinces of Canada, should report their place of birth according to present provincial boundaries. Persons born in the province of Newfoundland and Labrador before that province joined Confederation should mark "Nfld.". Persons born in the six counties of Northern Ireland should mark "United Kingdom". Persons born in any of the other counties of Ireland should print "Eire" in the space provided.

If you are not sure of the country of your birth because of boundary changes, print the name of the nearest city or district in the space provided.

Question 24

Report whether you are a Canadian citizen by birth or by naturalization.

If you were born outside Canada of Canadian citizens and were registered as a Canadian citizen, mark "Canada by birth".

If you were born outside Canada and are not a Canadian citizen, mark "Same as country of birth (other than Canada)" if your citizenship is that of your country of birth; otherwise mark "Other". If you have dual citizenship, mark the applicable boxes.

If you have lost your former citizenship and have not yet become a Canadian citizen, or if you have no citizenship for any other reason, you should mark "Other".

Question 25

Report the year when you first immigrated to Canada.

Question 26

Ethnic or cultural group refers to the "roots" of the population, and should not be confused with citizenship or nationality. Canadians belong to many ethnic or cultural groups — English, French, Irish, Scottish, Ukrainian, Native Indian, Chinese, Japanese, Dutch, etc.

If applicable in your case, a guide to your ethnic origin may be the language which you or your ancestors used on first coming to this continent, e.g., Dutch, Japanese. Note, however, that in cases where a language is used by more than one ethnic group, you should report the specific ethnic group, e.g., Austrian rather than German.

For Native Peoples, the phrase "on first coming to this continent" should be ignored.

Métis are descendants of people of mixed Indian and European ancestry who formed a distinct socio-cultural entity in the 19th century. The Métis have gone on to absorb the mixed offspring of Native Indian people and groups from all over the world.

Question 27

Report a specific denomination, if possible, even if you are not an active member of this denomination. For infants and young children, report the religion in which they are being brought up.

Question 28

If you yourself speak two or more languages at home, report the one which, in your opinion, you use most frequently. If you live alone, report the language which you use most frequently in your daily routine.

If you are deaf, report the oral or written language which you use, and write "deaf" in the space provided.

Question 29

Do not report a language studied at school unless you can conduct a conversation of some length on various topics in the language.

Question 31

Indicate the highest level of education attended according to the province where the education was obtained, and do not attempt to convert to the equivalent level of the province of present residence (if the two are different). Conversion is only required if the education was obtained outside of Canada. In this case an estimate of the equivalent level of schooling should be made according to the education system of the province in which you reside. The following guide may be helpful:

Province	Highest grade of secondary school in province
Newfoundland, Quebec	11
Nova Scotia, Prince Edward Island, New Brunswick, Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories	12
Ontario	13

Note that the "Versification" year of the former classical colleges of Quebec should be considered as equal to Grade 11.

If you are studying to complete a regular school grade by private instruction, correspondence or part-time (day or evening) attendance at class, report the grade or year in which these courses would be included in the regular daytime programme.

If you are attending a school for the retarded, or an institution where the classes are ungraded, estimate the grade or year level as closely as possible to the equivalent level of the school system of the province.

If you are a student in secondary school taking classes at different levels, indicate the level of the majority of your classes.

Question 32

In calculating years, indicate the number of academic years successfully completed regardless of the actual length of time it may have taken. If you attended a university which used the semester system, consider two semesters with the normal course load as equivalent to one academic year. If you received university training by correspondence, or through part-time (day or evening) study, the accumulated credits should be converted to the equivalent number of years in the regular full-time university programme.

If you received your university education in a classical college in Quebec, the following guide may be useful: "Belles-Lettres" should be considered as 1 year; "Rhétorique" as 2 years; "Philo I" as 3 years, and "Philo II" as 4 years.

If you received teacher training in a faculty of education associated or affiliated with a university, you should indicate this training at the university level here; otherwise, indicate that training in Question 33.

Question 33

Include schooling in all institutions other than university, secondary or elementary schools, whether or not they require a secondary (high) school certificate for entrance, including non-university teachers' colleges, police schools, etc.

Do not include courses taken for leisure or recreation.

In calculating years, enter the number of academic years successfully completed, regardless of the actual length of time it may have taken.

If you received other non-university training by correspondence, or through part-time (day or evening) attendance, the accumulated credits should be converted to the equivalent numbers of years in the regular full-time programme.

CEGEP (general) or pre-university courses and CEGEP (professional) or career-terminal technical-vocational courses are post-secondary programmes in the province of Quebec. The latter are similar to community college programmes in other provinces.

Question 34

Secondary (high) school graduation certificate: Mark this box if you graduated from a high school where the certificate was classed as a junior or senior matriculation, general, or technical-commercial.

Trades certificate or diploma: Mark this box if you received a certificate or diploma obtained through apprenticeship (journeyman's) training and/or in-school training in trades-level vocational and pre-vocational courses at community colleges, institutes of technology and similar institutions where the minimum entrance requirement was *less than* secondary (high) school, junior or senior matriculation, or equivalent.

Other non-university certificate or diploma: Mark this box if you obtained a certificate or diploma (other than a trade certificate or diploma) granted by a community college (both transfer and semi-professional career programmes), CEGEP (both general and professional), institute of technology, or any other non-degree-granting educational institution.

If you obtained a teaching certificate awarded by a Provincial Department of Education at an approved institution such as a normal school or a college of education, mark this box. However, if you obtained your teacher's qualification in a faculty of education associated with a university, mark bachelor's degree(s).

University certificate or diploma: If you have a diploma, certificate or licence, awarded by a professional association (e.g., in accounting, banking, insurance) on the basis of successful completion of courses conducted through or by a university, you should indicate these as either:

- (a) university certificate or diploma *below* bachelor level, if a bachelor degree is not a normal prerequisite; or
- (b) university certificate or diploma *above* bachelor level, if a bachelor degree is a normal prerequisite.

Question 35

Do not include attendance at courses that were taken for leisure or recreation. Report all other attendance at educational institutions, including seminaries, schools of nursing, private business schools, technical institutes or colleges, public or private trade schools or vocational schools and schools for the blind or deaf which provide a general education.

"Yes, full-time" should be marked if you were taking 75% or more of the normal course load in the grade or year in which you were registered. Consider any short-term course of six weeks or less taken during the day as part-time attendance. If you attended both full-time and part-time since last September, then mark only "Yes, full-time".

Question 36

Give the information for your usual residence 5 years ago even if you were away temporarily on June 1, 1976.

Mark only one of the four boxes.

If you marked "Different city, town, village, borough, or municipality in Canada", be sure to enter the name of your locality of residence 5 years ago, and the county (or regional municipality, regional district, etc.) and province or territory in which it is located. If the same name is used for both a city or town and a parish, township or other municipality in the county of your residence 5 years ago, indicate which is correct by specifying the type (e.g., St. Andrews *town* or St. Andrews *parish*; Granby *city* or Granby *municipality*; Kingston *city* or Kingston *township*).

Question 37

For this question, only children actually born to you should be reported. Do not include your stepchildren, foster children, or children you have adopted.

For the purposes of this question, women living in a common-law type of arrangement should consider themselves as married.

Question 38

Generally, the question on date of marriage refers to legal marriages. For statistical purposes, an exception is made in the case of a person who is currently living in a common-law relationship *and* has never been legally married. In this case, the respondent should enter the month and year in which the current common-law relationship was established. Persons who never married legally but lived in a common-law relationship that no longer exists, should not make any entry to this question.

Question 39

If you are a homemaker, student or retired person, answer all parts of this question even if you feel they do not apply. Some homemakers, students and retired persons may have worked part- or full-time last week or looked for part- or full-time jobs, etc. If not engaged in any of the labour market activities covered by parts (a) to (e), you need only answer each part with a "None" or "No" as applicable.

(a) Count all hours worked under one or more of the following conditions:

(i) Work for wages, salary, tips or commission, including:

- work at piece-rates;
- work for payment "in kind" (room, board or supplies);
- service as a member of a religious order;
- active duty in the Armed Forces;
- casual work for pay such as baby-sitting, cleaning, delivering circulars, etc.

(ii) Work in your own farm, business or professional practice, including:

- work done to earn a profit even if the business suffered a loss;
- time spent on the operation of the farm, business or professional practice even if no goods or services were sold or rendered;
- fishing, trapping or hunting for profit;
- free-lance work, dressmaking for profit, etc.;
- work done to set up a business, farm or professional practice;

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- work done to provide rooms and/or meals for roomers or boarders;
 - work done as a direct distributor selling and delivering cosmetics, newspapers, etc.

Hours worked should include time spent on all tasks of preparation, maintenance and administration involved in the operation of a farm, business or professional practice.

For example, farmers should include hours spent on the maintenance of farm fences, buildings or machinery and on bookkeeping, etc., as well as on cultivating, sowing or milking. If the number of hours is not known, enter your best estimate.

(iii) Work without pay in a family business or farm run by a relative who lives in this household.

Do not include hours worked without pay as a volunteer worker.

(b) Answer "Yes, on temporary lay-off" if your lay-off has lasted 26 weeks or less and if you expect to return to the job from which you were laid off.

Answer "Yes, on vacation, ill, on strike or locked out, or absent for other reasons" if you had a job or business last week from which you were absent for the whole week, with or without pay, because of vacation, illness, a strike or lock-out at your place of work, or such other reasons as maternity leave, bad weather, fire, personal or family responsibilities, etc.

Absence on training courses should be reported only if you are receiving wages or salary from your employer.

Question 41

If you are self-employed, enter the name of the business you operate. If your business does not have a name, enter your own name.

If your wages are paid by an agency which hires out your services, enter the name of the agency.

Question 42

If you have marked "Worked at address below", give as complete an address as possible. If the full address is not known, enter as much information as you can. If you worked in an area where the same name is used for both a city, town or village, and a parish, township or other municipality, indicate which is correct by including the type (e.g., St. Andrews **town** or St. Andrews **parish**; Granby **city** or Granby **municipality**; Kingston **city** or Kingston **township**).

Away temporarily

If a member of this household is away temporarily (e.g., on a work assignment, business trip, training course, or holidays), then give his or her usual place of work.

Worked at home

If you worked in your home, or if your place of work was in the same building as your place of residence, mark "Worked at home". Some examples are dressmaker, apartment building superintendent, storekeeper with a store attached to your home or a person with an office attached to your home.

No usual place of work

If you worked in a different location each day, or you travelled about during the day, see the examples below:

- (a) If you went regularly to a headquarters, depot, garage, shop, etc., before actually starting work each day, then write in the address or name of the headquarters, depot, etc.
- (b) If you worked at least part of the time at a fixed address, then write in the address, building name, etc., where you most often worked.
- (c) If you went from your home to various work locations, then write in "No usual place" in the space provided for the street address.

Question 43

This two-part question is asked to ensure that there is enough information to place people who do similar kinds of work in the same occupational group.

Use specific descriptions in both parts (a) and (b) of the question. In part (b) be sure to indicate if your job involves supervision or management. See examples below:

Complete response	Incomplete response
(a) Maintaining electrical equipment	(a) Maintenance
(b) Repair and maintenance of electric motors	(b) Repair work
(a) Typing, general office work	(a) Office work
(b) Typing and filing	(b) Clerical
(a) Inspecting electronic equipment	(a) Inspecting
(b) Supervising electronic equipment inspection	(b) Supervising

Question 44

Mark "working for wages, salary, tips or commission" if in the job reported you were engaged for wages and salaries, or:

- you worked for piece-rates;
- you worked for payment "in kind" in non-family enterprises, e.g., as a member of a religious order;
- you worked on commission as a salesman for only one company and did not maintain an office or staff;
- you worked for various private households at such jobs as baby-sitting, cleaning, etc.

Mark "working without pay for a relative in a family farm or business" if you worked without regular money wages for a relative who is a member of the same household, at tasks which contributed to the operation of a farm or business owned and operated by the relative.

Mark "self-employed without paid help" or "self-employed with paid help" as appropriate, and indicate whether your business or farm was incorporated if you:

- operated a business or professional practice, alone or in a partnership;
- operated a farm whether you own or rent the land;
- worked on a free-lance basis or contract to do a job, e.g., architects, private duty nurses, etc.;

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- provided meals and/or rooms and/or day care services in your own home for boarders, roomers or neighbours' children;
 - operated a direct distributorship selling and delivering products such as cosmetics, newspapers, brushes, soap products, etc.;
 - fished with your own equipment or with equipment in which you had a share.

Question 45

Count as a week any week in which you worked, even if you worked for only a few hours.

Enter 52 weeks if you were paid for a full year, even though you worked less than a full year (for example, a school teacher paid on a 12-month basis).

Question 46

Please note these important points

- Information on your *census questionnaire is strictly confidential by law* and no individual, government department or agency outside of Statistics Canada has access to it. The Statistics Act prohibits the disclosure by Statistics Canada of any information that can be related to any identifiable individual person.
- Answer every part of this question whether you were working or not. Income reported should be the **total money income** received during the calendar year 1980. If you had no income from any of the listed sources, mark "No". In case of a loss, report the amount and also mark "Loss".
- If you are not sure of an answer, consult the relevant documents, e.g., income tax returns. Otherwise make your best estimate.
- If you received income from abroad, report it in Canadian dollars. However, if you immigrated to Canada after January 1, 1980, do not report income received before your arrival in Canada.
- Do not report either the family allowances received from the Federal and Provincial Governments or the child tax credits. The family allowances will be estimated for each family from the number of children shown on this questionnaire.
- Also excluded from income are: gambling gains and losses, money inherited during the year in a lump sum, capital gains or losses, receipts from the sale of property, income tax refunds, loan payments received, lump-sum settlements of insurance policies, rebates received on property taxes, and refunds of pension contributions.

(a) Total Wages and Salaries

Report total wages and salaries from all jobs before deductions for income tax, pensions, hospital insurance, etc. (Do not give take-home pay.) Include military pay and allowances.

Include tips and bonuses received during 1980. Also include all types of casual earnings whether or not T4 slips for income tax have been issued.

Commissions should also be included. However, salesmen who worked for more than one company, or who maintained their own office or staff, should report in "non-farm self-employment", part (b). Also, persons baby-sitting in their own homes and newspaper boys/girls should report in part (b).

Do not include the value of taxable allowances and benefits provided by the employers, such as free lodging, free automobile use, bursaries, travelling expenses of spouse, etc.

Owners of an unincorporated business or farm should report all the income from that business or farm as self-employment in part (b) or (c).

(b) Net Non-farm Self-employment Income

Give an amount if you owned and operated a non-farm, unincorporated business or professional practice during 1980, whether by yourself or in partnership. In case of a partnership, report only your share of the net income. Receipts from incorporated businesses should be reported in "wages" and/or "investment income".

Report net income (gross receipts minus expenses of operation such as wages, rents, depreciation, etc.). Do not subtract personal deductions such as income tax and pensions.

Persons baby-sitting in their own homes, operators of direct distributorships such as selling and delivering cosmetics, newspapers, etc., and odd jobbers who obtained by themselves contracts or agreements to do jobs should report their income in this part.

In case of a loss, report the amount and also mark "Loss".

(c) Net Farm Self-employment Income

Give an amount only if you operated a farm in 1980 by yourself or in partnership. In case of partnership, report only your share of net income.

Give your net income (gross receipts from farm sales minus depreciation and costs of operation). Cash advances should be included in gross receipts for the year in which they are received. Include also government supplementary payments but exclude the value of income "in kind".

Answer the question even if you employed a hired manager to run your farm and deduct the manager's salary as expenses. If you rent out your farm, report your rent receipts in "investment income", part (g). Similarly, income from incorporated farms should be reported in "wages" and/or "investment income".

In case of a loss, report the amount and also mark "Loss".

Agricultural operations include production of field crops, vegetables, fruits, greenhouse and nursery products and seeds, maple products, raising poultry and livestock, production of animal products such as eggs, milk and wool, and fur farming and beekeeping.

(d) Old Age Security Pension and Guaranteed Income Supplement and Benefits from Canada or Quebec Pension Plan

Report payments to persons 65 years and over and to 60 to 64-year-old spouses or widows of Old Age Security Pension recipients (Spouse's Allowance) from federal government only.

Also report **benefits** received under the Canada or Quebec Pension Plans, e.g., retirement pensions, survivors' benefits, disability pensions.

Please do not report your contributions **to** the Plan but the benefits **from** it. Do not include lump-sum benefits.

Provincial income supplements are to be reported in part (f). Retirement pensions of civil servants, RCMP and military personnel are to be reported in part (h).

(e) Benefits from Unemployment Insurance

Report total unemployment insurance benefits, before income tax deductions. Include benefits for sickness, maternity, retraining and retirement received under the Federal Unemployment Insurance scheme.

(f) Other Income from Government Sources Including Provincial Income Supplements and Social Assistance

Report payments received from provincial and municipal governments by persons in need, such as assistance to needy mothers, to the blind, as well as other cash payments to persons in need.

Include provincial income supplements.

Include here all other transfer payments such as Canada Manpower training and mobility allowances, veterans' pensions, workers' compensation, etc.

Do not include family allowances and child tax credits.

Retirement pensions to career military personnel, civil servants, etc., are to be reported in part (h).

(g) Dividends, Interest from Bonds and Deposits, and Other Investment Income

Report actual amount of dividends received, not the taxable amount for dividends received from Canadian and foreign corporate stocks.

Report interest from deposits in banks, trust companies, co-operatives, credit unions, caisses populaires, etc., as well as bond and debenture interest.

Also include interest received from abroad.

Also report here net rents from real estate (including farm land), mortgage and loan interest received, regular income from an estate or trust fund, and interest from insurance policies.

If this total is a loss, write the amount and also mark "Loss".

(h) Retirement Pensions, Superannuation and Annuities, and Other Money Income

Report here any income you received as a result of previous employment of yourself or a deceased relative.

Include pensions to retired RCMP, career military or Civil Service employees, and all annuities regardless of who purchased them.

Also include here all other regular income not covered in the questions above.

Examples are:

- alimony;
- child support;
- periodic support from persons not in the household;
- net income from roomers and boarders;
- income from abroad (e.g., pensions) except dividends and interest which should go into (g);
- non-refundable scholarships and bursaries.

Do not include:

- family allowances and child tax credits;
- cash refunds of pension fund contributions;
- lump-sum death benefits or any other one time lump-sum payment.



**June 3 is
Census Day**
Count yourself in

